



Ruth Stringer
County Counsel

Mission Statement

County Counsel serves and protects the county, its treasury, and its governing body, by providing timely and accurate legal services and aggressively representing the county in litigation. Legal services shall be performed maintaining the highest professional and ethical standards while fostering high morale and productivity in the work place through collaborative efforts dedicated to continuous improvement.

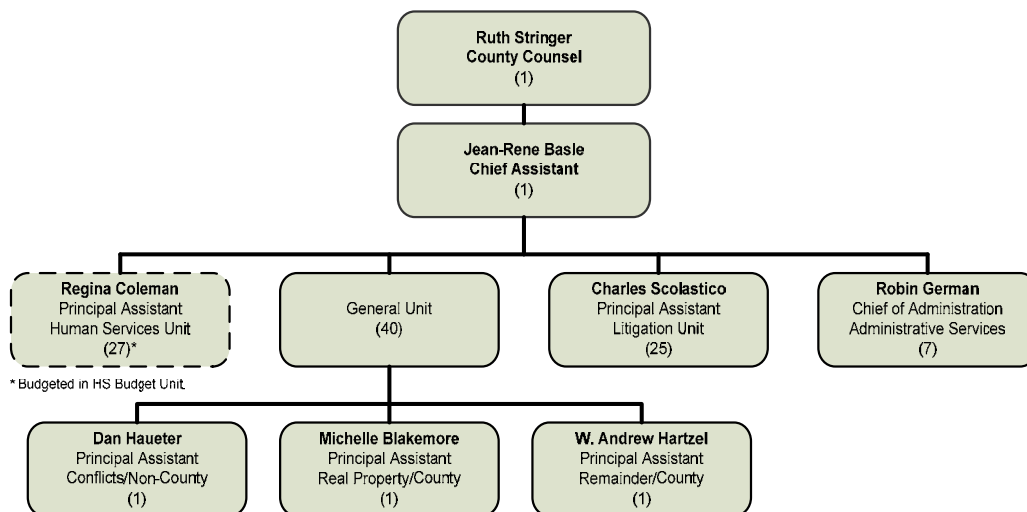


GOAL

PROVIDE ACCURATE, TIMELY AND RELIABLE LEGAL ADVICE TO THE OFFICE'S CLIENTS TO ASSIST THEM TO ACHIEVE THEIR OBJECTIVES

COUNTY COUNSEL

ORGANIZATIONAL CHART



DESCRIPTION OF MAJOR SERVICES

County Counsel provides civil legal services to the Board of Supervisors, County Administrative Office, county departments, commissions, special districts, and school districts. County Counsel also provides legal services to various joint powers authorities and represents the courts and judges on certain matters. In performing its duties, the County Counsel's Office is divided into three operational units: the Litigation Unit, which handles tort and civil rights litigation, workers' compensation and code enforcement; the Human Services Unit, which serves the Human Services departments; and the General Unit, which provides legal services primarily to county departments supported by the general fund.

2009-10 SUMMARY OF BUDGET UNITS

	<u>Appropriation</u>	<u>Revenue</u>	<u>Local Cost</u>	<u>Staffing</u>
<u>General Fund</u>				
County Counsel	10,222,650	5,693,368	4,529,282	77

GOALS, OBJECTIVES, AND PERFORMANCE MEASURES

GOAL 1: PROVIDE ACCURATE, TIMELY AND RELIABLE LEGAL ADVICE TO THE OFFICE'S CLIENTS TO ASSIST THEM TO ACHIEVE THEIR OBJECTIVES.

Objective A: Respond to requests for other legal services, including drafting of legal analysis, by agreed upon target date.

MEASUREMENT	2007-08 Actual	2008-09 Actual	2009-10 Target	2009-10 Estimate	2010-11 Target
1A. Percentage of clients who ranked service they receive from County Counsel as satisfactory or above.	99%	97.2%	95%	95%	95%

Status

County Counsel's goal is to provide accurate and timely responses when the office is called upon to assist its clients in the performance of their obligations. This goal is measured by the satisfaction of our clients as reflected in an annual customer service survey.

2010-11 REQUESTS FOR GENERAL FUND FINANCING

Brief Description of Policy Item or CIP request	Budgeted Staffing	Appropriation	Dept. Revenue	Local Cost
1. Remodel third floor County Counsel offices located in the County Government Center (CIP)	-	484,500	284,500	200,000
The remodel of the 3rd floor County Counsel offices will provide a secure entrance as well as up to date filing areas, to ensure compliance with state and federal confidentiality and security requirements, and improved modernized cubicles to withstand current electrical demands and address safety concerns surrounding current workstations. The break room will provide staff a needed area for breaks and lunches. This proposed break room may also be utilized by the other two departments that are housed on the third floor as currently there is only a narrow break room available in Architecture and Engineering. Offices for this location are currently being upgraded and the department intends to upgrade the cubicle furniture. This cubicle change requires an upgrade to the existing electrical system which currently does not support the demands of modern office equipment such as computers, fax machines, printers and copiers.				

MEASUREMENT	2007-08 Actual	2008-09 Actual	2009-10 Target	2009-10 Estimate	2010-11 Target
P1. Provide a more efficient and secure working environment for County Counsel staff.					100%

2010-11 PROPOSED FEE/RATE ADJUSTMENTS

DESCRIPTION OF FEE REQUEST	SERVICE IMPACTS
1. Paralegal Fee	Fee increase will permit the department to maintain service levels and recover actual costs.

The department is also working with the County Administrative Office on a chargeback strategy for services that may potentially reduce the use of general fund financing.

If there are questions about this business plan, please contact Ruth Stringer, County Counsel, at (909) 387-5455.

2008-09 ACCOMPLISHMENTS

- ❖ Resolved 93 Risk Management cases – 75% with no money awarded
- ❖ Continued to develop frame work for greenhouse gas emissions inventories for County's Greenhouse Gas Plan
- ❖ Prepared 83 appellate briefs and writ responses for child welfare and child dependency cases
- ❖ Continued to assist the Statewide Automated Welfare Consortium IV Joint Powers Authority to expand from four counties to 39 counties allosing the C-IV System to serve 27% of all clients statewide, and support 13,050 users
- ❖ Continued to provide Ethics and Public Records Act training to Board members and their staffs and provided Ethics training to Board appointed boards, committees and commissions